

MINUTES

Recreation Commission

City of Willoughby Hills

October 1, 2014

CALL TO ORDER: 7:03 pm
PRESENT: Dan Philipp; Chairman, Lynn Hallum; Vice-Chairman, Dee Germano,
Gloria Majeski, Denise Edwards; Rec Coordinator
ABSENT: Jeanette Nelson, Barbara Araps, Council
Representative; John Plecnik, Joseph Jarmuszkiewicz,
ALSO PRESENT: Theresa Baptie, Clerk

DISPOSITION OF MINUTES OF September 3, 2014

MOTION: Lynn Hallum moved that the Commission approve the minutes as submitted.
Seconded by Gloria Majeski.
Roll call vote: Ayes unanimous
Motion passes 4/0.

CORRESPONDENCE

9/15/2014 Email from Gloria Majeski RE: Accuracy from Audio re: June Rec Meeting.
9/18/2014 Email from Denise Edwards RE: Craft Show, October 11, 2014.
9/26/2014 Email from Denise Edwards RE: Recreation Commission Meeting October 1, 2014.
9/29/2014 Email from Dee Germano RE: October Rec Meeting.
9/30/2014 Email from Denise Edwards RE: 2014 September Community Center Reports.

Note: Lynn Hallum would like to note that her intent with her comment from the June 2014 Rec Meeting was to point out that the process would take months to complete.

Reports

Community Center Usage - Received from Denise Edwards on 9/30/2014
Rec reports – Received from Denise Edwards on 9/30/2014
460 Report – received from Frank Brichacek on 9/30/2014

COUNCIL REPRESENTATIVE'S REPORT None.

RECREATION REPORT

Sports Programs. Basketball registration has started. Registrations have been sent out to Grant, Edison, Willoughby Middle and St. Francis. Request was just sent out for use of the facility, just as we have in the past for Willoughby Middle and Edison, with the help of Tom Elliot. Denise Edwards spoke to Joe Jarmuszkiewicz before the meeting and he reported that there was nothing to report from The Boys

League. Denise assured Gloria Majeski that she will bring Basketball Registration forms over to City Hall and pointed out that they are also at the Community Center, online and she took some to Garfield Park as well.

Fall Craft Show. A week from this Saturday on Saturday the 11th. We have 87 spaces sold so we will have over 70 vendors at the show. Advertising through The News Herald, Today's Family Magazine, sent it to the churches. To be sent home for Edison is a double sided flyer with one side being the Craft Show and the other a Coloring Contest. They also went with Gloria's suggestion and put a little box off to the side making sure everyone knows Trick or Treating is going to be on Friday the 31st from 6-8 p.m. Need help for vendor's set-up on Friday the 10th from 2-5 p.m. and Saturday 8-10 a.m. Lynn Hallum said she can come help. Willoughby Hills Lions will do the concession stand. Vendor Raffle will go on throughout the day, will have the cart going around to all the Vendors, hopefully there will be enough students. End of the day, once 4:00 hits the Vendors are ready to go so need help loading them up, and the tearing down to get rooms ready for the next day. Monica Ciszewski will be collecting at the door for the USO again. If you donate listed item or monetarily you get a raffle ticket for a Christmas Basket drawing which included breakfast for 4 w/ Santa and \$5 gift certificate to spend at the Santa Shop. Monica will do a person count for us again. New this time handed out at the door is a game board, get initialed by a vendor when visit or buy that will be used in a separate raffle. It shows what each Vendor has and where they are located. Eliminates the lack of traffic to the lower level and aids in buying.

Halloween Party. Has changed this year to Friday, it will be on the Friday the 17th. Need volunteer from 5-9 p.m. The event is from 6-8 p.m. Have games, Haunted Hayride, The Candy Corn Count, snacks, Coloring Contest and the Costume Contest. Dan Philipp asked Denise if she contacted Andrews-Osborne School re: utilizing them for the Halloween setup again this year. Their Day of Caring won't coincide this year due to the change in the event date. St Francis are requiring their student to serve so many hours this year giving back to their community. So everything that Denise needs help with she is forwarding on to the Principal to pass onto to the 6, 7, and 8th graders.

Christmas Card Lane. Need to get renewals out. Looking at signs and noticed some need touch-up so need to let people know along with their renewal they might want to pull their sign to look and see if they think they need to be updated and/or touched up. Going to be working with Steve Roszczyk in Economic Development because we have a few new business coming in, even old businesses to see if we can get more interested in advertising in Christmas Card Lane.

Winterfest. Denise talked with Chief Harmon and he is excited to have it back at the fire department again. Denise will follow up with Fred Primavera to see if we can get The Willoughby South Band again and also Mrs. Schultz from Edison. Denise mentioned to Dan Philipp about the need to put together a Winterfest Committee again. Chief Harmon is working to find toy foundations, seeing if University Hospital will do the pizzas again. Dan said we need to have a committee in place to make sure everything is put together and organized. Lynn Hallum was curious as to whether there was a replacement for Nate yet thinking this was his last week, since he was a big part of setting up the signs. But he will still be with us another 3 weeks.

Breakfast with Santa. Is going to require a lot of help this year. Kyle has resigned, October 17th is her last day, they are very big shoes to fill. She has done the running around to places like The Restaurant Depot, etc. picking things up, in charge of the kitchen, making sure things runs smoothly. Anyone who is willing to step up in any of those capacity's and help, Denise would greatly appreciate it. November 1st starts registration. Same as last year it's pre-pay at registration to avoid "back-outs".

2015 Events. Gloria has been working on the City Newsletter. The only "to be announced" is the

Captains Game, they said around December they should be able to help us fill in that information. If anyone from the Committee is interested in helping in any capacity for any of the events, please let Denise know. Lynn Hallum pointed out that we were going to see how things went with the Halloween Party this time on a Friday before we committed to it and also a potential that we need to watch for is it's NEOEA Day and some people are using that as a fall trip because it's a 3 day weekend so see if that impacts us. Denise said she needs to watch because she already has a lot of bookings for next year already. That date had to be set aside because she has too many October Weddings. If we have to change it to that Saturday Denise can see what she can do about keeping that open, but right now everything is booking from April through October.

COMMUNITY CENTER REPORT. We are definitely lower this year than we were last year. We've just had things that have occurred like a premature labor so they had to cancel their event, we had a wedding cancel, an event move from September to October a whole bunch of little things like that that have impacted things. Little things that have taken our numbers down for September, we are still up for the year and hopefully that trend will continue for the rest of the year. The Author Event went really well but didn't impact our numbers much. Usage report last year was 56 w/fee, this year only 44, the 7 lost would have brought us up to 51. YTD dollar figures are still up.

460 FUND. As of September 29th the Unencumbranced Balance is \$37,358.15. It's read as Estimated Revenue vs YTD Revenue.

UNFINISHED BUSINESS.

Bocce Ball Courts Sub-Committee. Being tabled until we get the report from Terry Baller.

Meeting with Terry Baller; Roemisch Complex Plan. Within the next couple of weeks we should be getting some information. Definitely by next meeting hope to have something. Gloria Majeski pointed out that with 460 fund maybe we need to look at the budget and see if maybe there's some projects or improvements we want to make and to look at those with Terry.

Corn Fest Partnering w/ Recreation. Dan Philipp says it makes sense to keep it going, the legality and 5013c makes it sense to keep going. After or before November Rec Meeting have a tentative meeting.

Fall Ball Girls Fast Pitch. Haven't heard anything from Joe Jarmuszkiewicz and Lynn hasn't heard anything either. He also mentioned the Flag Football and that's Boys League. Maybe get a report from him if he won't be at next meeting. Dan said spring would be the time to do it, even kids that play tackle play flag in the spring, USFDL's numbers go from 600 in the fall to 1000 in the spring. Will send Joe an email.

Changing Meeting Night to First Tuesday. Denise asked if there is anything that meets on the first Tuesday. Need to get the consensus of other members. Will look into this.

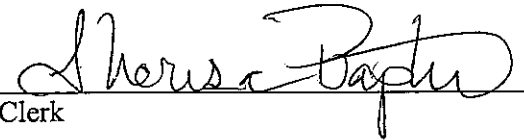
NEW BUSINESS: Newsletter going out the end of the week. Lynn Hallum questioned as to whether or not we can have a back-up Trick or Treat day when the weather is bad? Gloria Majeski pointed out that notification is the challenge. Denise Edwards pointed out that we need to encourage people to come to the Halloween Party that this is the city's gift back to the community.

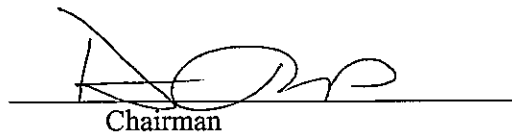
PUBLIC PORTION: Opened @ 7:42 p.m.

Linda Fulton 2990 Marcum Blvd. On her street for Halloween they usually do it the Sunday afternoon before Halloween. Parents organize it, they pass a flyer and ribbons that you hang on your mailbox if you want to participate, it seems to work better. If someone cancels at the Community Center, are they charged a fee? Denise Edwards answered yes, depending on the timing. They have to give a month or mores notice in advance and they get their full refund back. The problem is trying to book that space in such a short time and we usually end up losing out on a lot. Linda suggested that maybe only given back half of the refund. Denise said that is the policy if they don't cancel at least a month in advance to which Linda Fulton replied ok, thank you. **Public Portion Closed 7:44 p.m.**

ADJOURNMENT

Meeting adjourned at 7:45 pm by Chairman Phillip.


Clerk


Chairman

Date approved: 11/5/14

11/1/TAB

Note: Meetings of the Recreation Commission are recorded and recordings are a public record.